

# Massachusetts Department of Environment Protection (MassDEP) -- Lead & Copper Maintenance Checklist



This checklist should be completed for each school or early education & care program in the Commonwealth. This checklist is designed to help determine if lead or Copper is likely to be a problem in your facility's Drinking Water & will enable you to determine appropriate remediation actions if needed.

Section A: General			
School or Child Care Facility (CCF) - Name/Address:		School District or CCF HQ :	
School or CCF Contact Name/Title:	Phone Number:	Email:	
Is your school/facility a Public Water System? (Do you have <b>your own well</b> which supplies water to 25+ people per day?) Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, go to Section D and return form.			
Section B: Drinking Water Practices (from 2005-present)			
1. Has your public water system (PWS) collected lead and copper samples at your school/facility?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, date: Name of public water system:
2. Besides your PWS, have other lead & copper samples been collected?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, date: By whom:
3. a) Have all drinking water outlets been sampled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
b) Did any of the sample results exceed the lead (15 ppb) or copper (1.3 ppm) Action Levels or ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
c) If yes to 3b, check all remediation actions taken: Fixtures removed <input type="checkbox"/> Retesting <input type="checkbox"/> Re-piping <input type="checkbox"/> Flushing <input type="checkbox"/> Bottled water (temporary <input type="checkbox"/> or permanent <input type="checkbox"/> Treatment units installed <input type="checkbox"/> Notice sent to parents <input type="checkbox"/>			
4. a) Does your facility have water coolers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
b) If yes to 4a, has your school/facility checked the brands & models of water coolers & compared them to the listing of banned* water coolers in Appendix E of the EPA 3Ts Toolkit (page 86)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(If no, see website) <a href="http://www.epa.gov/safewater/schools/pdfs/lead/toolkit_leadschools_guide_3ts_leadschools.pdf">http://www.epa.gov/safewater/schools/pdfs/lead/toolkit_leadschools_guide_3ts_leadschools.pdf</a>
*banned models must be replaced			
5. Does your facility have lead in the service line?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do Not Know <input type="checkbox"/> (if unknown, contact your PWS – Contact info at website - <a href="http://www.mass.gov/dep/water/drinking/howsafei.htm#contacts">http://www.mass.gov/dep/water/drinking/howsafei.htm#contacts</a> )
6. Do you have an updated sampling plan (contact MassDEP LCCA Program for more Info) for your school or early education and care facility?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7. Do you have a plumbing profile of your school or CCF? (e.g. map of all plumbing lines & equipment with type of material noted)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8. Have you previously submitted a Lead & Copper Maintenance Checklist to MassDEP?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, date (last) :
9. Are drinking water testing/quality records kept at a centralized file onsite?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10. Describe your current lead/copper in drinking water program - attach a copy			
Section C: Co-located Facilities			
Are there any other out-of-school time programs or early education and care programs co-located in your facility? If so please list below or attach a list.			
School /Program Name	Address	Contact Person and number/email	
Section D: Signature			
Name	Title	Signature	Date

Send completed copy of Checklist to: MassDEP/DWP- 1 Winter St- 5<sup>th</sup> floor, Boston, MA 02108, Attn: Lead in DW @ School/CCF Program

Form revised 3-23-2015

If you have questions please call the Drinking Water Program at 617-292-5770 or email MassDEP - Drinking Water Program at [Program.Director-DWP@state.ma.us](mailto:Program.Director-DWP@state.ma.us)

**MassDEP recommends that ONLY LEAD- FREE plumbing materials, fixtures and taps be used!**